

*(DEPOSIT TRANSMITTAL FORM –
TO BE TRANSCRIBED ONTO PARISH STATIONERY)*

Date _____

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S.
Grand Rapids, MI 49503

Reference: Deposit and Loan Program

Main Account Number: _____

Please process a DEPOSIT to the account indicated below:

	<u>Amount</u>	<u>New Account ?</u>	
Main Account	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Sub accounts (indicate title if new account):			
02 - Parish Building Campaign	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
03 - Clubs/Boosters	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
04 - Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
05 - Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
06 - Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
07 - Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
08 - Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
09 – Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10 – Miscellaneous	\$ _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Sincerely,

(WITHDRAWAL REQUEST FORM –
TO BE TRANSCRIBED ONTO PARISH STATIONERY)

Date _____

Diocese of Grand Rapids
Deposit and Loan Program
360 Division Ave. S.
Grand Rapids, MI 49503

Please process a WITHDRAWAL from the account indicated below. I have provided the reason for the expenditure and additional information below.

	<u>Amount</u>
Main Account Number _____	\$ _____
Sub account #s:	
02 - Parish Building Campaign	\$ _____
03 - Clubs/Boosters	\$ _____
XX - Other (describe)	\$ _____

Please transfer the funds electronically to the parish's bank account indicated below (I have attached a copy of a voided check for this account):

Name of bank _____

Routing number _____ Checking account number _____

The following additional information is provided.

Reason for the expenditure _____

The expenditure is is not (check one) included in the parish budget.
If not included, the circumstances requiring the expenditure are as follows:

The parish has has not (check one) received written approval from the Vice-Chancellor of the Diocese for the expenditure.

The expenditure is is not (check one) a capital expenditure exceeding \$20,000.00 and the parish has has not (check one) received the approval of the Diocesan Building and Planning Committee.

You may fax this request to 616-475-1248

Sincerely,

(LOAN DISBURSEMENT REQUEST FORM -
TO BE TRANSCRIBED ONTO PARISH STATIONERY)

Date _____

Diocese of Grand Rapids
Deposit and Loan Program
Attention: Finance Office
360 Division Ave. S.
Grand Rapids, MI 49503

Reference: Deposit and Loan Program

Please process a LOAN as indicated below:

Parish name: _____

Amount: _____

Please transfer the funds electronically to the parish's bank account indicated below (I have attached a copy of a voided check for this account):

Name of bank _____

Bank routing number _____

Checking account number _____

Please feel free to call me if you have any questions.

You may fax this request to 616-475-1248.

Sincerely,